



**THE CITY OF FLAGSTAFF**  
**Recreation Services**  
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## **Special Event Status Policy**

### **A. PURPOSE OF STATUS POLICY:**

The purpose of this policy is to provide an objective and uniform process to determine to whom the City of Flagstaff - Recreation Services will permit and under what terms it will permit.

### **B. POLICY GOALS:**

The goals of this policy are to:

1. Establish an objective and fair application process to determine to whom the City of Flagstaff will and will not permit and what fees, deposits, and special conditions will be applied to each event.
2. Ensure all traditional and non-traditional municipal park/facility users comply with City of Flagstaff Recreation Service's Special Event Status Policy and the Rules and Regulations.
3. Ensure that all event producers have signed contracts that outline exact expectations and limitations of their use.
4. Ensure the event is safe and creates a minimal impact on the community surrounding the event.
5. Ensure that those who do not follow rules and regulations are subject to consequences such as impact to the Status Category of the event, loss of future rental privileges, eviction from the premises, and/or termination/cancellation of event or rental contract.

### **C. APPLICATION CONSIDERATIONS:**

All Special Event Permit Applications will be evaluated on the following:

1. Availability of municipal park/facility on requested date(s).
2. Accordance between requested municipal park/facility use and municipal park/facility's intended purpose.
3. Ability of municipal park/facility to safely accommodate event without experiencing physical or resource damage.
4. Prior history of event.

### **D. STATUS OF EVENT AND APPLICABLE SECURITY DEPOSITS:**

All City of Flagstaff Special Event applicants will be categorized into one of the following groups and assessed variable deposits:

1. **Probationary Standing** – First-time events or event producers and events that were not returned a full or partial deposit the previous year due to municipal park/facility damage or Special Event Permit violations may be considered "Probationary." Events in this category will be assessed refundable cleaning/damage deposits at 150% the standard amount. If the event is conducted as agreed to in the Special Event Permit, deposits will be returned

and the event or event producer will be moved to “Good Standing” for the next event or year.

2. **Good Standing** – Events or event producers who comply with City of Flagstaff Recreation Services’ Rules and Regulations, leave the municipal park/facility in an acceptable manner, and are returned all refundable cleaning/damage deposits following their events may be considered “Good Standing.” These events will be charged standard deposits as listed on the current Fee Schedule.
3. **Poor Standing** – If special event standards are not met while the event is in “Probationary Standing”, then the event and event producer(s) will be moved into “Poor Standing.” Events that acquire this status due to improper use of municipal park/facilities will lose historic precedence. Events in this category will be assessed deposits at 200% the standard amount. If the event is conducted as agreed to in the Special Event Permit, deposits will be eligible to be returned and the event or event producer may be moved to “Probationary” standing for the next event or year, however if the event is not conducted as agreed, deposits will not be returned and the event will be refused a Special Event Permit for the following event or year.

Regardless of an event’s classification within this system, events or event producers which have caused severe damage, and/or violated the law may be denied further municipal park/facility usage at any time by the Community Enrichment Services Director.

**E. SPECIAL EVENT PERMIT PROCESS:**

1. Prospective event organizers must submit a complete Special Event Application accompanied by all required documentation specific to the proposed event. Applications will not be considered without the required documentation.

Prospective event organizers must provide complete applications according to the following schedule:

- **Level A** permit applications must be received by the Office of Community Events no later than ninety (90) calendar days prior to actual date of your event.
- **Level B** permit applications must be received by the Office of Community Events no later than sixty (60) calendar days prior to actual date of your event.
- **Level C** permit applications must be received by the Office of Community Events no later than fourteen (14) calendar days prior to actual date of your event.

Applications **will not be accepted** after these designated calendar days prior to the event.

**Event Level Definitions**

**Level A:**

- Event will occur during a single day or multiple days.
- Event involves street closures and detouring, impacting, or stopping of traffic.
- Admission will be charged.
- Food will be sold and/or distributed to the general public.
- Merchandise will be sold.
- There will be live entertainment.

- Extensive use of equipment (i.e. stage, sound system, booths, tents, fencing, barricades, etc).
- Event requires electricity and other utilities.
- Alcohol will be sold and/or distributed to the general public.

**Level B:**

- The event will occur during a single day or multiple days.
- Event involves use of sidewalks or roads, but does not involve detouring or stopping traffic. Traffic laws are obeyed during course of event.
- Event is free to the public.
- Food will be sold and/or distributed to the general public.
- Merchandise will be sold.
- There will be live entertainment.
- Moderate use of event equipment, i.e. stage, PA system, chairs, tables.
- May or may not require electricity.

**Level C:**

- Event will occur during a single day.
- Event will not extend beyond the municipal park/facility area.
- Event is free to the public.
- There will be no food sales.
- No merchandise sales.
- May or may not involve live entertainment.
- Minimal use of event equipment, i.e. PA system.
- May or may not require electricity.

2. Applications will be routed and evaluated on a case-by-case basis. Priorities for assigning City-owned municipal park/facilities for special events are as follows:

- Priority 1: Events that have established historic precedence and remain in “Good Standing” or “Probationary standing”.
- Priority 2: Events organized by the City of Flagstaff.
- Priority 3: Events organized by the Flagstaff Unified School District #1.
- Priority 4: Events organized by Flagstaff based non-profit organizations with proceeds providing assistance to the organizer or another Flagstaff based non-profit organization (requires proof of 501-C (3) status).
- Priority 5: Events organized by private businesses, non-profit organizations not based in Flagstaff, and/or individuals for the purpose of profit, personal gain, and/or proceeds that will be used to benefit other than those Flagstaff based non-profit organizations.

**F. SPECIAL REQUIREMENTS**

Special requirements made by Departments on the Routing Committee will be specified, in writing, to the event organizer upon completion of the routing process. By signing the Permit Holder’s agreement, the event organizer agrees to comply with and accepts these requirements. The City of Flagstaff retains the authority to cancel an event at any time, including when in progress, if these special requirements are not met or if public safety is jeopardized.